

# Assistant Professor/Librarian II

## Position Details

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### Position Information

<b>Banner Position Number</b>	001615
<b>Position Title</b>	Assistant Professor/Librarian II
<b>Classification Title</b>	Asst Professor/Librarian II
<b>Department</b>	Library - MU2060
<b>Location</b>	MU - Marshall University
<b>Salary Range</b>	Salary is commensurate with qualifications, experience, and internal equity.

### Position Summary Information

<b>Job Description</b>	<p>Research and Electronic Thesis and Dissertation (ETD) Librarian reporting to the Research and Instruction Services Department. This position is responsible for overseeing the ETD process and providing research and instruction services in a library environment. • Oversee ETD review program in collaboration with other library faculty and staff. • Provides in-person, face-to-face, online, and workshop-based instruction for graduate authors regarding citation management and copyright (fair use, licensing, etc.) • Participate in the daily coverage of the South Charleston Library's reference/circulation desk. • Coordinate MU Libraries' participation in MU Research Day at the Capitol. • Promote the department by participating in outreach to faculty/staff/students/community. • Participate in the library liaison program and shared library instruction program. Providing outreach, instruction, and services to faculty and students and serving as a liaison to one or more academic areas. • Participate in regional, state, and/or national professional organizations and in professional development activities designed to increase knowledge in areas of primary responsibility. • Actively engage in departmental and library initiatives, workgroups, and committees. Participate fully as a member of the University Faculty, including serving on University and Library committees as assigned or elected. • Engage in an active life of scholarship appropriate to the instructional and service role of the academic librarian. • Perform other duties and special projects as assigned, depending upon additional expertise, interests, and the needs of the Libraries</p>
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<b>Required Qualifications</b>	<ul style="list-style-type: none"><li>• Master's Degree in Library Science from an institution accredited by the American Library Association</li><li>• Knowledge of contemporary grammar, citation, and anti-plagiarism software tools</li><li>• Knowledge of current copyright law and practice of higher education materials and use</li><li>• Advanced word processing and technical writing and editing skills</li><li>• Knowledge of scholarly communication practice and procedures to include electronic thesis and dissertation review and processing.</li><li>• Must have demonstrated knowledge of research and instruction strategies.</li><li>• Expert customer service skills with the ability to provide in-person and online reference services.</li><li>• Ability to effectively communicate the department's value as a resource through tours, scheduled classes, exhibits, and other appropriate venues. Represent the department and the University in the community through personal contact, appearances before groups, and association with professional organizations</li><li>• Demonstrated ability to take the lead on and responsibility for projects. Adept at working creatively, collaboratively, and effectively both as a team member and independently, and to promote teamwork among colleagues.</li><li>• Commitment to scholarship/professional development; potential to meet requirements expected of academic library faculty.</li><li>• Ability to work with a diverse faculty/staff/student/community in a multicultural environment.</li><li>• Strong written, verbal, organization, and presentation skills.</li></ul>
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Must be able to perform all essential job duties as outlined in the job description.

<b>Preferred Qualifications</b>	<ul style="list-style-type: none"><li>• Additional Master's degree in a related field such as English composition or technical writing.</li><li>• Three or more years working in an academic library setting or similar academic function in support of graduate-level research and writing.</li><li>• Experience with the administrative module for library database platforms such as institutional repositories and library database platforms such as ProQuest, BePress Digital Commons etc.</li><li>• Working knowledge of monograph editing and/or experience in the production of published content.</li><li>• Experience with library cataloging, metadata, CrossRef, and related doi/indexing tools for born-digital content.</li></ul>
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### Posting Detail Information

<b>Posting Number</b>	MU1110F
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**Open Date** 03/22/2022

**Close Date**

**Open Until Filled** Yes

**Special Instructions  
Summary**

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Applicant Documents

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### Required Documents

1. Resume
2. Cover Letter
3. Letters of Reference

### Optional Documents